

---

Sacramento City Unified School District

---

**1.1 SCOPE:**

- 1.2** This procedure discusses the method that is used to process Facilities Maintenance Chargeable Costs and Capital Improvements for Sacramento City Unified School District.

**2.1 RESPONSIBILITY:**

- 2.2** Program Records Technician

**3.1 APPROVAL AUTHORITY:**

- 3.2** Director, Facilities



**5.2.10** Staple original Work Order request to Detailed Work Order.

**5.2.11** Send original to the Accounting Department for transfer and filing.

**6.1 Tracking Report:**

**6.2** Print monthly reports for Director to review status of Chargeable Cost and Capital Improvements.

**7.1 Budget Report Procedure:**

**7.2** Print monthly site detail reports from ESCAPE to confirm transfer of costs.